

**Plumas County Children and Families Commission
PCCFC**

Minutes

**Wednesday, January 9, 2002
9:00 a.m.-12:00 a.m.
Public Works Building**

Attendees:

Commissioners: Carol Burney, Bill Dennison, Shelley Miller, Jose Pereira,
Paula Russell, Rita Scardaci, Elliot Smart, and Irasema
Tavares
Staff: Ellen Vieira, Ex. Dir., and Diana Conen.
Public: Kelly Marschall, and Barbara Olson.

I. Introductions:

Chairperson Miller opened the meeting at 9:08 a.m. The Commissioners and meeting attendees introduced themselves.

II. Public Comment:

Barbara Olson thanked the Commissioners on behalf of the Plumas County Public Health Agency Newborn House Calls Program for funding the program.

III. Approval of Minutes:

MOTION: Mr. Dennison, seconded by Ms. Tavares, moved to approve the minutes of the December PCCFC meeting as written. VOTE: The motion passed unanimously.

IV. Executive Director's Report:

Ms. Vieira distributed written materials consisting of a summary of Oral Health meeting, most current draft of the minimum allocation proposal and Executive Director compensation policy.

The Statewide Conference is scheduled for March 20-22 in San Diego. Commissioners Pereira and Smart will attend. Ms. Vieira is attending a one-day conference on the current budget deficits, February 12, 2002 in Sacramento. Ms. Scardaci asked if the CCFC or Association would be taking a formal position in opposition to cuts in funding. Mr. Dennison suggested that the Commissioners write letters to the Association and Governor to express their opposition. Ms. Vieira said that unallocated funds should be earmarked in some way. Mr. Smart said that there have been efforts to cut funding for programs on the theory that there is money available from Prop10 to backfill the budgets for those programs.

Mr. Smart asked what is the role of J. Munroz in the proposal process for the minimum allocation and administrative augmentations. Ms. Vieira said that he still has some questions, i.e. how the increased funding would be used, additional information on county infra-structure, data on what has been funded and what has not been funded; but he has generally been open to the proposal. Ms. Scardaci said that some of the small counties are not in a situation of having applications exceeding the funds available and would not be able to use any additional funding. There will be certain criteria that the counties will have to meet, and some counties will need technical assistance, and an oversight committee with the Association. The topic will be brought to the State Commissioners during their retreat in February, and voted on in April. Mr. Smart said that he hoped that the proposal would not be obstructed at the staff level. Ms. Scardaci said that Kathleen Finnegan, an analyst for the Regional Council of Rural Counties, has some experience with Prop10 issues, and may be able to provide some assistance.

V. Program Development:

a. Possible Mini-grant Proposals

Chairperson Miller said that some of the grant applications that were received during the last round of funding were more appropriate for smaller one-time grants than for a full program proposal. Ms. Scardaci said that mini-grants are very labor intensive, since they require the same contracts, billing, grant compliance, reporting, and evaluation efforts from staff. Ms. Burney said that some money for supplies or equipment is not included in many funding sources. Mr. Smart said that some of the applicants had crafted long-term uncontained programs in order to apply for larger grants. Mr. Pereira said that translation services could be an addition to many programs. Ms. Scardaci suggested that some other agency could be subcontracted with to administer a mini-grant program, and not all grants have to be competitive. Mr. Dennison said that a collaborative resource could be established to help develop grant-writing skills.

b. Executive Director compensation policy

Mr. Smart said that the committee appointed by the Commission to review compensation policy, Commissioners Burney, Scardaci, and Smart, had met and made the following recommendations:

1. Establish a current salary range for the Executive Director of \$48,000 to \$67,000 per year.
2. Establish a standing Personnel Committee charged with responsibility for making appropriate adjustments to this range.
3. Establish a policy that provides for annual merit increases for the Executive Director based upon performance and accomplishments of up to 5% of base compensation level. The option to implement the merit increase would be subject to performance review and at the discretion of the Commission.

4. Establish a policy that enables the Commission to implement a cost of living adjustment of up to 3% annually at the Commission's discretion.

Mr. Dennison said that the committee would have the responsibility for "making a recommendation" to the Commission. Ms. Miller noted that a cost of living adjustment is used to adjust for inflation. Mr. Dennison suggested that an option for a one-time only bonus for special circumstances be added. Mr. Smart said that "5. Enable the Commission to make any one-time augmentation in compensation based on performance or other factors as the Commission deems appropriate" should be added. Ms. Miller said that in item 3 "per current contract" should be added to clarify "base compensation level".

MOTION: Mr. Dennison, seconded by Mr. Pereira, moved to accept the committee's recommendation, as amended above. VOTE: The motion passed unanimously.

c. Strategic Plan Revisions

Ms. Marschall said that the Strategic Plan should articulate the vision, mission, and strategy that will be used accomplish it, for the reader. The commission should be careful to not lose what's valuable in the current plan. The plan can be used to define the Commission's philosophy of fund allocation. Mr. Dennison suggested that cutting excess verbiage would shorten and simplify the plan. The plan should personally address stakeholders, and be specific to Plumas County. Ms. Scardaci said that the information presented by the data, documentation and focus groups should be included, but that there should be a more direct connection between the data to articulate what it means in terms of strategic objectives.

Mr. Pereira said that the data in pages 7-39 is overwhelming and gets in the way of understanding the conclusions. It should be reformatted and used as an appendix. The goals and objectives should be prioritized according to funding and resources available, and short and long-term objectives. The assumptions made and conclusions drawn from the data need to be validated. Leverage fund guidelines have been adopted and should be included. Mr. Smart said that the plan should specify how program results are incorporated and provide for an annual review and update. History and progress toward goals and objectives should be kept up to date.

School readiness will be used as a unifying principle throughout the plan. Ms Scardaci said that the plan did not have to focus on individual communities, but should be general for the county as a whole. Mr. Smart said that the plan could be a broader statement with the latitude to address unique and or special needs of different populations or areas. Ms. Scardaci said that evaluation should be linked to the State requirements and describe the reporting process for the annual report, fiscal requirements, evaluation plan, and results accountability.

Ms. Marschall asked the Commissioners to list the strengths of the way that the Commissioners do their jobs. These included: 1) sound collaborative efforts 2) wide geographic representation 3) use of committees to manage time 4) diverse cultural and agency representations 5) uniform valuation of individual opinions 6) non-territorial 7) ability of the commissioners to work on common agenda 8) avocation of Plumas County interests at regional and state level. Ms. Scardaci stated that it is important to see that the Commission continues to funnel the maximum funding into community programs, and strengthen the process. Mr. Dennison said that the focus of funding should be on sustainability. Ms. Miller said that the commissioners have approached problems without pre-conceived ideas and tried to be open, fair, and flexible. Ms. Russell said that there had been a variety of mechanisms used for funding: mini-grants, program grants, leverage funds. Ms. Miller said that the commissioners and Executive Director have used a "team" approach of mutual support, that has extended to coalition building in the community. A satisfaction survey could show the impact on the community.

Ms. Marschall said that the commissioners probably would agree with the Vision statement in the current plan, and that they could easily rewrite the guiding principles to make them more concise. The mission statement is a concise statement of "why are you in business". The guiding principles are "how we do our work". What needs the most work is the Mission statement, and she suggested that a committee write a first draft to be emailed to her five days before the next meeting.

After a discussion the commissioners summarized the guiding principles to include:

- Be fair and open in decision making
- Be guided by and accountable to the public
- Promote and fund high quality programs and services
- Promote programs that are culturally competent and linguistically appropriate
- Promote integration of services
- Focus on sustainability
- Address gaps in services and unique needs in the community
- Respect and value all equally

Ms. Marschall asked the commissioners to forward to her by January 18, 2002 any updated information that has become available since the Strategic Plan was drafted. Ms. Vieira said that there is new childcare survey from the Local Planning Council. Ms. Scardaci will provide health department statistics.

VI. Public Comment

Carol Burney announced a February 2, 2002 fund-raising event for the long board ski race.

VII. Next Meetings.

The next meeting will be held on February 6, 2002 in the conference room at Plumas Rural Services.

VIII. Adjournment.

MOTION: Mr. Smart, seconded by Ms. Tavares, moved to adjourn the meeting.

VOTE: The motion passed unanimously.

The meeting adjourned at 12:05 p.m.

Minutes respectfully submitted by: Diana Conen